FILE NAMING CONVENTIONS:
SITE DEVELOPMENT AND PERMIT DECISION

All submittal items shall be submitted in PDF format in accordance with the Site Development and Permit Decision File Naming Conventions to permits@wpgov.com.

File Naming Conventions – ADMINISTRATIVE SITE PLAN APPLICATION	
Administrative Site Plan Application Form	Site_plan_admin_app_YearMonthDay *(e.g., Site_plan_admin_app_20230630)*
Land Use Review Application Form	LUR_app_YearMonthDay
Driveway Permit Application Form	Driveway_app_YearMonthDay
Single-Family/Two-Family Attached Dwelling Deposit Agreement Form	SFD_deposit_agreement_YearMonthDay
Title Commitment	Title_YearMonthDay
HOA Architectural Control Committee Approval Letter	HOA_approval_YearMonthDay
Narrative	Narrative_YearMonthDay
Topographic Survey	Survey_YearMonthDay
Construction Plans (Grading and Drainage Plan; and Revegetation, Erosion, and Sediment Control Plan)	Construction_plans_YearMonthDay
Site Plan	Site_plan_YearMonthDay
Building Elevations	Elevations_YearMonthDay
Floorplans	Floorplans_YearMonthDay
Landscaping Plan	Landscaping_plan_YearMonthDay
Bufferyard Tabulation	N/A; already on Minor Site Plan Application Form
Tree Removal and Protection Plan	Tree_plan_YearMonthDay
Outdoor Lighting Board	Lighting_YearMonthDay
Outdoor Lighting Tabulation	N/A; already on Minor Site Plan Application Form
Building Materials Board	Materials_YearMonthDay
Renderings	Renderings_YearMonthDay
Wetland Delineation*	Wetland_delineation_YearMonthDay
Hillside and Ridgeline Development Study*	Hillside_ridgeline_study_YearMonthDay

File Naming Conventions – MINOR SITE PLAN APPLICATION	
Minor Site Plan Application Form	Site_plan_minor_app_YearMonthDay
	(e.g., Site_plan_minor_app_20230630)
Land Use Review Application Form	LUR_app_YearMonthDay
Driveway Permit Application Form	Driveway_app_YearMonthDay
Single-Family/Two-Family Attached Dwelling Deposit Agreement Form	SFD_deposit_agreement_YearMonthDay
Title Commitment	Title_YearMonthDay
HOA Architectural Control Committee Approval Letter	HOA_approval_YearMonthDay
Narrative	Narrative_YearMonthDay
Topographic Survey	Survey_YearMonthDay
Construction Plans (Grading and Drainage Plan; and Revegetation, Erosion, and Sediment Control Plan)	Construction_plans_YearMonthDay
Site Plan	Site_plan_YearMonthDay
Building Elevations	Elevations_YearMonthDay
Floorplans	Floorplans_YearMonthDay
Landscaping Plan	Landscaping_plan_YearMonthDay
Bufferyard Tabulation	N/A; already on Minor Site Plan Application Form
Tree Removal and Protection Plan	Tree_plan_YearMonthDay
Outdoor Lighting Board	Lighting_YearMonthDay
Outdoor Lighting Tabulation	N/A; already on Minor Site Plan Application Form
Building Materials Board	Materials_YearMonthDay
Renderings	Renderings_YearMonthDay
Wetland Delineation	Wetland_delineation_YearMonthDay
Hillside and Ridgeline Development Study	Hillside_ridgeline_study_YearMonthDay

File Naming Conventions – MAJOR SITE PLAN APPLICATION	
Major Site Plan Application Form	Site_plan_major_app_YearMonthDay *(e.g., Site_plan_major_app_20230630)*
Land Use Review Application Form	LUR_app_YearMonthDay
Land Use Review Application Form	LUR_app_YearMonthDay
Development Improvements Agreement (DIA) Form	DIA_YearMonthDay
Title Commitment	Title_YearMonthDay
Narrative	Narrative_YearMonthDay
Topographic Survey	Survey_YearMonthDay
Construction Plans (Grading and Drainage Plan; Parking Plan; Phasing Plan; Revegetation, Erosion, and Sediment Control Plan; Roadway Plan and Profile; Stormwater Management Plan; and Utility Plan)	Construction_plans_YearMonthDay
Site Plan	Site_plan_YearMonthDay
Street Address Plan	Street_address_plan_YearMonthDay
Building Elevations	Elevations_YearMonthDay
Floorplans	Floorplans_YearMonthDay
Photometric Plan	Photometric_plan_YearMonthDay
Outdoor Lighting Tabulation	N/A; already on Major Site Plan Application Form
Landscaping Plan	Landscaping_plan_YearMonthDay
Bufferyard Tabulation	N/A; already on Major Site Plan Application Form
Tree Removal and Protection Plan	Tree_plan_YearMonthDay
Building Materials Board	Materials_YearMonthDay
Renderings	Renderings_YearMonthDay
Colorado Department of Transportation (CDOT) Access Permit	CDOT_access_permit_YearMonthDay
Geologic Hazard Mitigation Study	Geo_hazard_mitigation_study_YearMonthDay
Phase III Drainage Report	Drainage_report_phase3_YearMonthDay
Final Geotechnical Report	Geotech_report_final_YearMonthDay
Engineer's Estimate of Probable Cost	EEOPC_YearMonthDay
Traffic Impact Study (TIS) OR Traffic Impact Analysis (TIA)	TIS_YearMonthDay OR TIA_YearMonthDay
Wetland Delineation	Wetland_delineation_YearMonthDay
Wildfire Hazard Mitigation Study	Wildfire_hazard_mitigation_study_YearMonthDay
Hillside and Ridgeline Development Study	Hillside_ridgeline_study_YearMonthDay
Ability to Serve Letter	Ability_to_serve_YearMonthDay
Letter of Evidence from Developer	LOE_developer_YearMonthDay
Surrounding Property Owner Mailing for Public Notice Affidavit Form	ML_affidavit_YearMonthDay

File Naming Conventions – SPECIAL USE PERMIT APPLICATION	
Special Use Permit Application Form	SUP_app_YearMonthDay *(e.g., SUP_app_20230630)*
Land Use Review Application Form	LUR_app_YearMonthDay
Letter of Authorization	Letter_authorization_YearMonthDay
Narrative	Narrative_YearMonthDay
Improvement Location Certificate (ILC)	ILC_YearMonthDay
Site Plan	Site_plan_YearMonthDay
Building Elevations	Elevations_YearMonthDay
Floorplans	Floorplans_YearMonthDay
Outdoor Lighting Tabulation	N/A; already on Special Use Permit Application Form
Bufferyard Tabulation	N/A; already on Special Use Permit Application Form
Renderings	Renderings_YearMonthDay
Traffic Impact Study (TIS) OR **Traffic Impact Analysis (TIA)**	TIS_YearMonthDay OR TIA_YearMonthDay
Ability to Serve Letter	Ability_to_serve_YearMonthDay
Letter of Evidence from Developer	LOE_developer_YearMonthDay
Surrounding Property Owner Mailing for Public Notice Affidavit Form	ML_affidavit_YearMonthDay